

## CONVENIENCE DROP BOX

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**NOTE: In cases assigned to the court's Electronic Filing System (CM/ECF), filings by attorneys must be made in accordance with procedures set forth in the court's General Order on Electronic Filing Procedures.**

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For your convenience, a drop box has been placed in the hallway at each Clerk's Office location, for the filing of papers between the hours of 9:00 a.m. and 4:30 p.m. This might save you some time during periods when the intake counter is particularly busy.

Note that papers **MUST** be clocked in before placing them into the drop box. (A time clock is located near each drop box.) Drop boxes are emptied daily at approximately 11:30 a.m. and 4:30 p.m. If your papers are in compliance with the Bankruptcy Rules, Local Rules of this Court and Judges' directives, they will be deemed received as of the date and time deposited into the drop box. (Note, however, that the **"FILED RELIEF ORDERED"** stamp will not be applied to new petitions until they have been reviewed by a deputy clerk, and found to be acceptable for filing.) Papers found not to be in compliance with the Bankruptcy Rules, Local Rules or Judges' directives will be returned by the Clerk's Office as non-filed material. If you need assistance with the filing of your papers, **DO NOT** use the drop box, but bring your papers to a staff member at the intake counter. Payments accompanying papers deposited in the drop box should **NOT** be in the form of cash.

Papers filed in connection with a calendared matter or notice of presentment must be brought to the intake desk (rather than placed in the drop box) if they are filed later than the deadlines set forth in the applicable Local Rules or Chambers Rules. Inform the intake clerk of the date and time of the hearing when the papers are filed. Acceptance of late-filed papers at the intake desk does **NOT** ensure that the Judge will consider the late submission.

Parties should be aware that use of the drop box is at their discretion.